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DRAFT

PROPOSED REPLY TO IG REPORT

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JUST	2V	NEXT REV	2012	AUTH	HR 70-2

Part 3. Personnel Operations Division.

1. Three of the recommendations made regarding the Personnel Operations Division have to do with the clerical area and certain findings (paras 4 and 5) are made which I believe should have comment before responding to the recommendations themselves. Regarding the clerical shortage there is admittedly a large number of clerical vacancies at the present time. This is a direct result of the ceiling controls imposed last December. The cutback in recruitment and the reduction in the pool were necessitated by the reduced rate at which Agency components would accept new clerical assignments. The clerical attrition rate is not abnormally high but is higher than we thought might be the case under the federal economy program. To that extent, only, is it higher than anticipated. The statement is made that "higher clerical standards and requirements for a full field investigation before entrance on duty will make it more difficult to keep a flow of clericals into the Agency". This may well be and we hazarded this observation ourselves in talking with the IG's representative but we believe it is too soon to make a final judgment in this regard. In paragraph 5 it is stated that 960 new clerical EOD's may be too few to meet the requirements for FY 1965. What the indications are that lead to this conclusion are unknown to this division but we have no evidence to suggest that an average of 80 a

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month will not meet our basic needs. In this regard it is worth noting that the Executive Director-Comptroller said on 18 April 1964 in approving a recommendation to enter clericals on duty in FY 65 that he was concerned about the under-utilization of Agency clerical help. Certainly the Office of Personnel and specifically Personnel Operations Division will review the clerical needs as appropriate. The current effort to EOD as many as possible prior to 30 June has colored the situation somewhat and we believe that the program to EOD up to 400 in the first quarter of 1965 should be allowed to run its course. By mid-August the manpower figures should be clearer and at that time we will be in a better position to forecast the balance of the year's needs. If that analysis establishes that greater recruitment effort will be necessary it can be undertaken.

2. Recommendation three is accepted and the Chief of Clerical Assignment Branch has been given the authority to extend the pool time of individuals subject to the general review and control of the Chief, POD.

3. In regard to the hiring of older female clerical personnel (recommendation 4), we agree that we should exploit this group to a greater extent but prefer not to limit the policy to reserve appointments only. Many should properly be given regular appointments to start with and others appointed on reserve should be converted to regular appointments if extended. We do intend to increase our recruiting efforts for this group.

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<p>Mr. Echols has gone over this. Depending on the style in which the other comments are written, we may or may not want to make a few editorial changes in this when they are consolidated.</p> <p>HOWEVER, he doesn't agree with your note on recommendation 4. He believes that we should either make regular appointments to begin with or, if we want to extend beyond a 5-year reserve period then we should convert to regular appointment.</p> <p><i>Return</i></p>			
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